

UBC Science Co-op Program – Employer Manual

Instructions to Reviewing Students’ Applications

Login

If you already have a password, click “LOGIN” on the **SCOPE Employer** page:
<https://scope.sciencecoop.ubc.ca/employers/employer-login.htm>

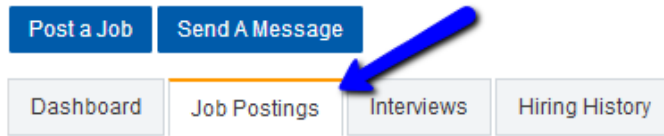
For **first time users**, use the “**Forgot Password**” function to set up your access

1. Under STEP 1 enter Your Login ID (email address)
2. After you have completed STEP 1, you will receive a reset code via email
3. Retrieve the reset code and complete STEP 2.
4. Proceed back to [Login](#) to the system

For technical support, contact science.coop@ubc.ca or 604-822-9677

Viewing Applications

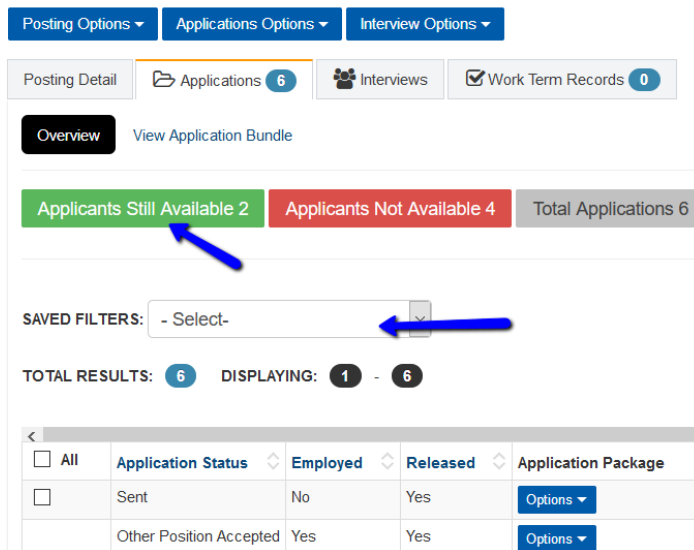
1. From the Dashboard, click on the “Job Postings” tab



2. Then under the list of jobs, click on “view app(s)”

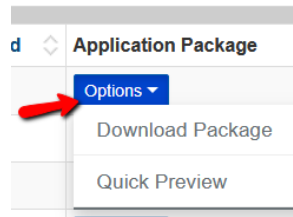


3. You can use the green filter “Applicants Still Available” to toggle the list to see only the students who are still seeking for a work term

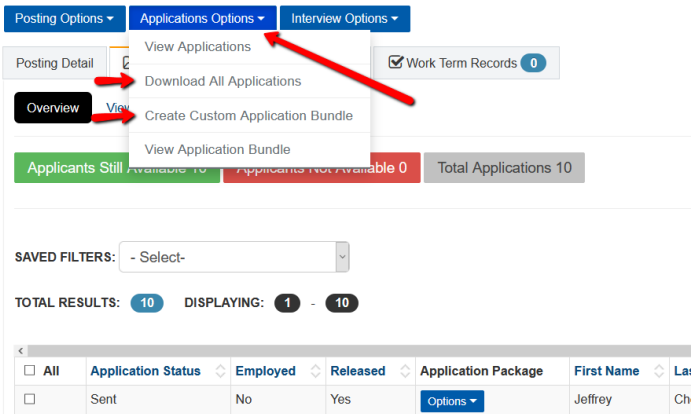


Viewing & Downloading Applications

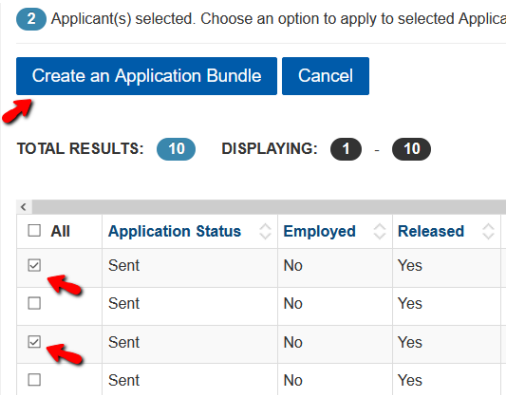
1. One by one: click on "Options" under Application Package



2. Bulk viewing or download: Go to "Application Options", and select "Download All" or "Create Custom Application Bundle"

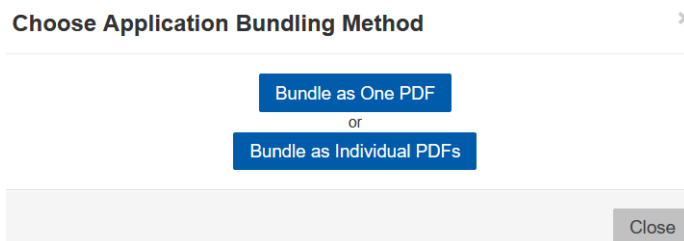


3. And select the desired application(s):



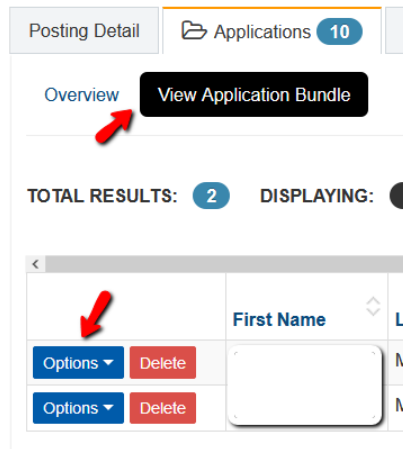
Bundling Options

You can create an application bundle in One PDF or individual PDFs



View Application Bundle

You will then see the “View Application Bundle” page where you can click on “Options” to either download the PDF bundle or email to others in your organization



Interview Scheduling

When you are ready to conduct interviews with our students, email us at interviews@sciencecoop.ubc.ca or call 604-822-9513. Please provide the following interview details in your request and at least two business days notice for scheduling.

1. Interview Date(s) & Time(s)
2. Duration of Interview
3. Name of Interviewer(s)
4. Interview Address & Location or Type (Skype or Telephone)
5. Other Special Instructions
6. Candidates shortlisted for interviews

Technical Support - Contact Us

Our UBC Science Co-op Team is happy to assist you with any inquiries regarding using SCOPE or the hiring process. Feel free to contact us at science.coop@ubc.ca or 604-822-9677